

**TABLE 1 - Tuition Refund Calculation Worksheet  
Education - Additional Qualifications Courses**

The Refund Calculation Worksheet is an *estimate* only. The Refund Due is based on the assumption that the student has paid his/her tuition in full.

**REFUND DUE = [(Total Tuition Paid - Non-Refundable Fee - Other) X Refund Rate] - Cancellation Fee\***

\*Cancellation fees will be assessed upon withdrawal, even if the withdrawal occurs prior to the first official day of the Fall/Winter session

**REFUND CALCULATION WORKSHEET**

|   |                      |                         |
|---|----------------------|-------------------------|
| Determine Total Tuition Fee Paid; insert amount on line 1 (see applicable Undergraduate Fee Schedule) <b>(Note 1)</b> | <input type="text"/> | line 1                  |
| Determine Non-Refundable fees (see below);and Other Applicable Fees <b>(Note 3)</b> ; insert total amount on line 2   | <input type="text"/> | line 2                  |
| Total Refundable Tuition Amount (line 1 - line 2)   | <input type="text"/> | line 3                  |
| Determine Refund Rate; insert Refund Rate on line 4 (see applicable TABLE 2 ) <b>(Note 2)</b>                         | <input type="text"/> | line 4                  |
| Multiply line 3 by line 4   | <input type="text"/> | line 5                  |
| Cancellation fee; insert amount on line 6 (see above)   | <input type="text"/> | line 6                  |
| Total Refund Due; Line 5 minus line 6   | <input type="text"/> | <b>Total Refund Due</b> |

**EDUCATION - ADDITIONAL QUALIFICATIONS**

**Cancellation fee:**

|                                       |                 |        |
|---------------------------------------|-----------------|--------|
| Education - Additional Qualifications | per full course | 100.00 |
|---------------------------------------|-----------------|--------|

**Note 1:** refer to the applicable **Tuition Fee Schedule** to determine your total tuition fee paid, faculty donation and other program-related fees:

[http://www.registrar.uwo.ca/student\\_finances/fees\\_refunds/fee\\_schedules.html](http://www.registrar.uwo.ca/student_finances/fees_refunds/fee_schedules.html)

**Note 2:** Refer to **Table 2: Refund Rate** for **applicable program** to determine the refund rate percentage

[http://www.registrar.uwo.ca/student\\_finances/fees\\_refunds/refund\\_schedules.html](http://www.registrar.uwo.ca/student_finances/fees_refunds/refund_schedules.html)

**Note 3: Other Applicable Fees:**

There may be other non-tuition charges that are not refundable and may reduce your refund amount which include but are not limited to:

|                        |                           |                              |
|------------------------|---------------------------|------------------------------|
| Bank Wire fees         | Deferment Fees            | Western 1 Card Fee           |
| Sealing Charges        | Late Registration Fees    | Inlop Fees                   |
| Outlop Fees            | Letter of Permission Fees | Trois Pistole Immersion Fees |
| Late Payment Penalties |                           |                              |

**Other Notes:**

To request a refund, please email [reg-fees@uwo.ca](mailto:reg-fees@uwo.ca).

For Bursary and Scholarship refund information, please refer to the following website:

[http://www.registrar.uwo.ca/student\\_finances/scholarships\\_awards/index.html](http://www.registrar.uwo.ca/student_finances/scholarships_awards/index.html)

**REFUND CALCULATION EXAMPLE:**

You are a student enrolled in a **Canadian Undergraduate, EDUC AQ Basic Additional Qualification Full Course, Session QF0 for Fall 2020** and have paid your tuition before the start of the session. You have withdrawn from the course on **October 11, 2020** according to the add/drop form provided by your academic counsellor.

|   |           |               |                         |
|---|-----------|---------------|-------------------------|
| Total tuition fees paid                           | \$        | 675.00        | line 1                  |
| Total non-refundable fees                         | \$        | -             | line 2                  |
| Total refundable tuition amount (line 1 - line 2) | \$        | 675.00        | line 3                  |
| Refund rate (Oct 11, 2020)                        |           | 68%           | line 4                  |
| (line 3 x line 4)                                 | \$        | 459.00        | line 5                  |
| Cancellation Fee                                  | \$        | 100.00        | line 6                  |
| (line 5 - line 6)                                 | <b>\$</b> | <b>359.00</b> | <b>Total Refund Due</b> |